



NC E-Procurement Upgrade Go-Live Postcard #8

Community College Edition

Go-Live Date is Tuesday, July 3rd! The upgraded NC E-Procurement system is now scheduled to go live on **Tuesday, July 3rd**. We have been planning for an early July date to coincide with the start of the new fiscal year, and the specific date is now set. Please keep in mind the following year-end dates:

- June 22nd, 5pm: Deadline for entering new requisitions in NC E-Procurement
- June 23rd – 28th: Purchase orders may be created for requisitions created by June 22nd
- **June 28th, 5pm: Deadline for fully approving all previously-submitted requisitions**
- June 29th – July 2nd: System Unavailable
- **July 3rd: Upgrade Go-Live; old system is read-only**
- July 4th: State Holiday; system unavailable

“What’s New” Webinar Replay Available Thank you to everyone who participated in the **“What’s New” training webinar** that was held on Thursday, June 14th. About 400 participants logged into the session, and we know that many of you joined in groups from your office location. We appreciated all of the submitted comments and questions, which helped to make the session interactive. We are compiling the most frequently-asked questions, which we will post with the answers on the NC E-Procurement web site. If you were not able to attend, the [recorded session](#) is now posted on our web site, so you can view it at any time.

New Training Resources: Interactive Web-Based Training Have you tried the new web-based training courses? NC E-Procurement [web-based training](#) is available for your use on the project’s web site. The training is divided into individual courses, covering topics such as system navigation, requisitioning, approving, receiving, reporting, and security administration. Each course takes about 30-90 minutes to complete. The **training is interactive**, so you will have an opportunity to try some of the steps on your own and to answer some questions to reinforce what you have learned. The training gives you an opportunity to build your knowledge **on your own schedule and at your own pace**.

When you view the [web-based training course listing](#), click on a training course title to open it. You will need Internet access and Adobe Flash Player 10 or higher to view the training courses. Please allow the download if prompted. A username and password is required to view the courses as with other NC E-Procurement training materials. This login information can be obtained from the NC E-Procurement Help Desk, 888-211-7440, option 1.

Feature Focus: Compare Catalog Items One catalog feature in the upgraded system is the ability to compare items. Two or more items can be compared side by side to quickly review the attributes of those items. From a catalog or search results view, check the boxes next to the items to be compared and click the ‘Compare’ button. The ‘Compare Items’ page will be displayed. Once the information has been reviewed, click ‘Done’ to return to the search results. In order to add items directly from the ‘Compare Items’ page, update the quantity for the desired item and click ‘Add to Cart.’ For more information about using catalogs and comparing items, please view the eRequisition Catalog Item job aid on the [Upgrade Job Aids](#) web page.

Your search path: [Catalog](#) > "paper recycled"

183 items found Show: 20 50 100 results per page Sort By: [Relevance](#) | [Price](#) | [Name](#) View: [Details](#) | [Thumbnail](#)

[Add to Cart](#) [Compare](#) [Add to Favorites](#) Page 1 of 1

Compare Items Done


	Qty: 1 Add to Cart	Qty: 1 Add to Cart	Qty: 1 Add to Cart
Item Image			
Price	\$85.60 USD	\$85.60 USD	\$85.60 USD
Product Description	Paper, Dual Purpose, Gray, 30% PC content, Exact Index, Wausau, 25.5 x 30.5, 110 lb, 90 Bright, Recycled, 500 Shts/Ctn	Paper, Dual Purpose, Green, 30% PC content, Exact Index, Wausau, 25.5 x 30.5, 110 lb, 90 Bright, Recycled, 500 Shts/Ctn	Paper, Dual Purpose, Blue, 30% PC content, Exact Index, Wausau, 25.5 x 30.5, 110 lb, 90 Bright, Recycled, 500 Shts/Ctn
Contract ID	645A	645A	645A
Supplier	MAC PAPERS INC.	MAC PAPERS INC.	MAC PAPERS INC.
Supplier Part #	070050	072580	072600
Manufacturer	Wausau	Wausau	Wausau
Manufacturer Part #	49594	49564	49524
Available in	20 Day(s)	20 Day(s)	20 Day(s)
Information from Supplier			
Information from Manufacturer			

Done

Item attributes now appear side by side for quick comparison.

Paper, Dual Purpose
...
\$85.60 USD
Qty: 1
[Add to Cart](#) [Add to Favorites](#)

Term Contract: 645A
Available in: 20 Day(s)



Follow-Up

We sent this postcard to NC E-Procurement community college users, purchasing directors, and finance officers.

Questions about information covered in this Postcard? Send an e-mail to: ephelpdesk@its.nc.gov